



A POLYTECHNIC INSTITUTION

School of Business

Program: Business Administration

Option: ARSC, ENVI, GEOM

**BUSA 7250****Management Skills & Applications****Start Date:** September, 2010**End Date:** December, 2010**Total Hours:** 3    **Total Weeks:** 15**Term/Level:**    **Course Credits:** 3**Hours/Week:** 3    **Lecture:** 2    **Lab:** 1**Shop:**    **Seminar:**    **Other:****Prerequisites****BUSA 7250 is a Prerequisite for:****Course No.**    **Course Name****Course No.**    **Course Name**

None

**v Course Description (required)**

The course provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. It examines the evolution of management and the organizational culture and environment. It also teaches the decision-making skills and the skills involved in planning, organizing, leading and controlling, including planning and facilitating change, teamwork, applying motivational techniques and effective communication.

**v Evaluation**

Mark Allocation		Grading Policy:
Lab Mark	5%	<i>Students must obtain a minimum of 50% on the cumulative results of all exams (including quizzes) in order to pass this course. A cumulative mark below 50% on all exams and quizzes will be awarded as the student's final grade and the student will have failed. Cumulative exam and quiz grades of 50% or more will be combined with the results of other class work to determine the student's final grade in this course.</i>
Quizzes (2 @ 7.5% each)	15%	
Project	20%	
Midterm	30%	
Final Exam	30%	
<b>TOTAL</b>	<b>100%</b>	

**v Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

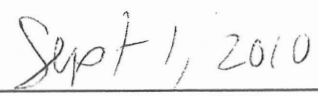
1. Discuss the continuing evolution of management concepts, roles and philosophies.
2. Maximize individual and organizational effectiveness within the organizational culture and environment
  - \* Describe how organizational culture and environment enhance or constrain the role of a manager.
  - \* Develop methods for overcoming or coping with cultural and environmental constraints.
  - \* Recognize the impact of cultural diversity on day-to-day operations of the organization.

3. Use a variety of decision-making models to maximize team performance.
  - \* Apply a disciplined approach to decision making.
  - \* Utilize creating decision making.
  - \* Utilize individual or group decision making as appropriate.
  - \* Appreciate the impact of decisions on others within and beyond the organization.
4. Use planning skills to manage work of self and others within the organization.
  - \* Recognize the importance of planning.
  - \* Use planning tools to implement organizational plans.
  - \* Apply time-management strategies
  - \* Plan and conduct effective meetings.
5. Maximize organizational and individual performance through the structuring of organizational, departments and jobs.
  - \* Describe how structural contingencies affect individual and group behaviour
6. Explain how the effective acquisition and management of human resources can lead to optimum individual performance
7. Plan and facilitate change proactively.
  - \* Critically examine change theories and principles.
  - \* Describe the process of facilitating and managing change.
  - \* Selectively apply change strategies.
8. Use performance monitoring mechanisms to ensure organizational goals are met.
  - \* Select appropriate mechanisms
  - \* Adapt mechanisms to specific work environments.
  - \* Apply quality management techniques to facilitate improved performance.
9. Perform effectively in teams.
  - \* Describe group structure and stages of group development.
  - \* Differentiate between teams and groups.
  - \* Assess own performance in teams.
  - \* Adopt behaviour necessary for optimum team performance.
10. Use the appropriate leadership style for given situations.
  - \* Critically examine leadership theories.
  - \* Recognize own existing leadership style with its strengths and limitations.
  - \* Critically analyze situations and select appropriate leadership style.
  - \* "Flex" own leadership style to meet the requirements of given situations and to optimize team performance.

v **Verification**

I verify that the content of this course outline is current.

  
James Macadam

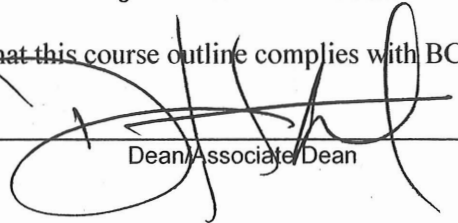
  
September 1, 2010

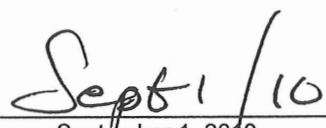
I verify that this course outline has been reviewed.

\_\_\_\_\_  
Program Head/Chief Instructor

\_\_\_\_\_  
September 1, 2010

I verify that this course outline complies with BCIT policy.

  
Dean/Associate Dean

  
September 1, 2010

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

James Macadam

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Office Hrs.: As Posted

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v **Learning Resources**

**Required:**

Robbins, Stephen P. (2009), *Management 2<sup>nd</sup> Custom Edition for BCIT*, Pearson

v **Information for Students**

The following statements are in accordance with the BCIT Student Regulations Policy 5101. To review the full policy, please refer to: <http://www.bcit.ca/files/pdf/policies/5101.pdf>

**Assignments:** Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

**Makeup Tests, Exams or Quizzes:** There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

**Attendance:** The attendance policy as outlined in the current BCIT Policy 5101 will be enforced. Students are required to attend all classes. Attendance will be taken in labs and occasionally in lectures. Students who miss more than 10% of classes may be required to withdraw from the course thereby receiving a failing grade. If students are sick, a medical note is required to avoid these absences from counting towards 10% limit.

**Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

**Accommodation:** Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (NE1 308 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area.

Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances.

#### **v Assignment Details**

Individual lab assignments are to be done in class and handed in before the end of the session. Details on the group project will be handed out in the first lecture.

# BUSA 7250 Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Sept. 06-10/1	Introduction to Management and Organizations	Chapter 1		
Sept. 13-17/2	Constraints on Managers: Organizational Culture and the Environment	Chapter 2		
Sept. 20-24/3	Managing in a Global Environment	Chapter 3	<b>Group Project Outline Due</b>	Beginning of Class
<b>Sept. 27- Oct. 01/4</b>	Corporate Social Responsibility and Managerial Ethics <b>Quiz #1 (Sessions 1 to 3)</b>	Chapter 4		
Oct. 04-08/5	Decision Making	Readings on Shareout		
Oct. 11-15/6	Foundations of Planning	Chapter 6		
<b>Oct. 18-22/7</b>	<b>Midterm Exam (Sessions 1 to 6) / Strategic Management</b>	Chapter 7		
Oct. 25-29/8	Strategic Management (Continued)	Chapter 7		
Nov. 01-05/9	Organizational Structure and Design	Chapter 9		
<b>Nov. 08-12/10</b>	Organizational Structure and Design (Continued) Human Resource Management <b>Quiz #2 (Sessions 7 to 9)</b>	Chapter 11		
Nov. 15-19/11	Human Resource Management (Continued)/ Leadership	Chapter 11 Readings		
Nov. 22-26/12	Foundations of Control	Chapter 15	<b>Group Project Written Report</b>	<b>Beginning of Class</b>
Nov. 29 - Dec. 03/13	Review			
<b>Dec. 06-10/14</b>	<b>Final Exam Week</b>			
Dec.13-17 /15				